

## **Statement of Work**

### **I. Title: National Air Training Program Training Materials - Assistance to State, Local, and Tribal Clean Air Agencies**

**Contractor Name: ICF International**

**Contract #: EP-W-12-010 -- Option Period 4: April 1, 2016 - March 28, 2020**

**WA #: 4-57**

### **II. Work Assignment Manager (WAM):**

**WAM:** Mary Ann Warner  
U.S. Environmental Protection Agency  
OAR/Office of Air Quality Planning and Standards  
Outreach and Information Division  
Durham, NC 27711  
Phone: (919) 541-1192

**ALTERNATE WAM:** Kristin Riha  
U.S. Environmental Protection Agency  
OAR/Office of Air Quality Planning and Standards  
Outreach and Information Division  
Durham, NC 27711  
Phone: (919) 541-2031

### **III. Background**

EPA currently manages a program to provide training for state, local, and tribal air professionals to assist them in meeting their Clean Air Act (CAA) obligations. This program is run through the EPA's Office of Air Quality Planning and Standards (OAQPS) Outreach and Information Division's Innovative Programs and Outreach Group (IPOG).

There are several important facets of the training Program: 1) management of a learning management system that houses the curricula and courses; 2) maintaining partnerships with external stakeholders—the multi-jurisdictional organizations (MJOs) and Joint Training Committee (JTC), in particular; 3) ensuring technical accuracy and quality of courses; and 4) adopting appropriate training delivery methods.

### **IV. Work Plan**

#### **Task 1. Work Plan and Budget Estimate**

The Contractor shall meet with the Work Assignment Manager (WAM) to discuss the work assignment (WA) tasks and deliverables. This meeting can be via teleconference. The Contractor shall then prepare and submit a work plan and cost estimate for the WA consisting of

the project plans and budget estimates itemized for each task. The budget estimates should include breakdowns of elements by cost, professional level, subcontractors, and other direct costs. Work may begin on all tasks during preparation of the work plan, if directed by the WAM.

The Contractor shall participate in administrative meetings and/or conference calls at the written request of the WAM. The technical work of each task will be directed by the WAM.

The WAM will determine the date and location of these meetings/calls.

**Task 2: The Contractor shall develop a self-instructional training course from classroom course APTI 470 Quality Assurance for Air Pollution Measurement Systems, which covers the following subtasks:**

- Produce eLearning slides encompassing existing PowerPoint slide material recently updated for APTI 470. The course is composed of approximately 928 slides divided into 12 chapters. EPA will provide Contractor access to the course slides. Contractor shall consult with EPA on the development of the eLearning course.
- Participate in brainstorm discussions with EPA on development of appropriate enhancements to eLearning (e.g., incorporation of additional images/graphics, video, voice over, etc.) as EPA deems appropriate.
- Enhance eLearning slides per brainstorming discussions, as directed by EPA.
- Develop knowledge test quizzes for each chapter and allow for the creation of a certificate of completion at the successful completion of the course.
- Create the eLearning product to be compliant with Section 508 accessibility requirements.
- Draft appropriate descriptive language for each course module for populating the course-specific data fields on the Plan, Learn and What's New pages of APTI-Learn and input information into data fields on APTI-Learn.
- Post completed course on APTI-Learn.

**Task 3: The Contractor shall develop an online AERMOD course to supplement APTI 423 AERMOD (classroom course) and shall assist in the update of slides for APTI 423 AERMOD**

- Consult with EPA on the development of any online course(s).
- Produce online course slides that incorporate approximately 300 or fewer existing Word or PowerPoint slides.
- Where applicable, develop or update classroom slides and supplementary course materials based on review feedback for 100 or more slides.
- Participate in brainstorming discussions with EPA on development of appropriate enhancements to slides (e.g., incorporation of additional images/graphics, video, etc.).
- Create new graphics and/or procure licensing for images for use in training materials.
- Develop an example prototype of one module for each course topic for EPA review; incorporate EPA's comments and apply to each subsequent module, ensuring PowerPoint slides are all in a consistent format.

- Create online knowledge checks, quizzes, tests, and interactive sample problems.
- Create training courses to be compliant with Section 508 accessibility requirements.
- Draft appropriate descriptive language for each course module for populating the course-specific data fields on the Plan, Learn and What's New pages of APTI-Learn and input information into data fields on APTI-Learn.
- Post completed course(s) on APTI-Learn.

**Task 4: The Contractor shall assist with the logistics of stakeholder meetings**

- For bimonthly or specially called meetings of the Joint Training Committee (JTC), prepare draft minutes, action items with responsible parties, milestones, and timeline. These items will be shared and reviewed by the JTC.
- For JTC Steering Committee (monthly) and work group (up to 4 work groups per month) meetings, prepare draft minutes, action items with responsible parties, milestones, and timeline. These items will be shared and reviewed by the JTC.

**Task 5: The Contractor shall provide support for a face-to-face meeting and training for SEE classroom trainers**

- Assist with EPA's planning for a meeting of approximately 15 SEE trainers and several EPA staff in Denver, CO. The SEE trainers are retired subject matter experts who are enrolled in EPA's SEE (Senior Environmental Employment) program through a grant with NOWCC (National Older Worker Career Center). The trainers typically do not have a background in education but have gained their expertise and experience through careers in environmental and compliance fields. Currently this meeting is planned for January 2020, but final dates will be clarified through technical direction by the WAM. The event will include both a discussion of business matters and a day-and-a-half to two-day train-the-trainer session. Tasks could include assistance with:
  - Agenda development, coordination/communication between and with participants, development of training materials, including advisement by a train-the-trainer specialist or an instructor trainer
  - Onsite support by the train-the-trainer specialist or instructor trainer such as delivery of some of the train-the-trainer course in coordination with the EPA train-the-trainer instructor and responding to questions by the SEE trainers. Examples of these tasks could include:
    - Focus on how to use learning objectives to maximize student learning
    - Assist with training on teaching delivery techniques
    - Using learning objectives to update training/instructor material

No work shall be duplicated in this work assignment relative to other work assignments.

This Work Assignment meets the terms and conditions of Section V of ICF Contract # EP-W-12-010.

**V. Deliverables**

<b>Task</b>	<b>Sub-task</b>	<b>Deliverable</b>	<b>Delivery Schedule</b>
<b>1</b>		<b>Work Plan &amp; Budget Estimate</b>	<b>20 days after the effective date of WA</b>
<b>2</b>		<b>APTI 470 Quality Assurance for Air Pollution Measurement Systems</b> <ul style="list-style-type: none"> <li>• <b>Self-instructional training course</b></li> </ul>	<b>TBD</b>
<b>3</b>		<b>AERMOD</b> <ul style="list-style-type: none"> <li>• <b>Online AERMOD course</b></li> <li>• <b>Updated slides for APTI 423 AERMOD classroom course</b></li> </ul>	<b>TBD</b>
<b>4</b>		<b>Stakeholder Meeting Support</b> <ul style="list-style-type: none"> <li>• <b>Minutes, action items with responsible parties, milestones, and timeline</b></li> </ul>	<b>TBD</b>
<b>5</b>		<b>Jan. 2020 SEE Trainer Meeting Support</b> <ul style="list-style-type: none"> <li>• <b>Co-delivery of train-the-trainer session</b></li> </ul>	<b>Final Dates TBD by WAM</b>

**VI. Reporting Requirements**

The Contractor shall provide monthly progress reports, itemized by task, in accordance with the terms of the contract. These reports shall include hours and dollars spent by task, as well as a description of the work completed, and deliverables produced. The Contractor shall provide written notification to the WAM within 30 days of when it anticipates expending 75 percent of the budgeted labor hours and/or budget dollars in the approved work plan. The Contractor shall submit work products in electronic and as needed in hard copy form. In addition, the Contractor shall deliver to the WAM each draft and final report in electronic format that is readable by windows-based word-processing (Microsoft Word 2016), graphics (Microsoft PowerPoint 2016), spreadsheet (Excel 2016), and database (Access 2016) programs. The Contractor shall also provide electronic copies of reports in PDF format.